



DEPARTMENT OF DEFENSE

DEFENSE AUTOMATION RESOURCES MANAGEMENT MANUAL

SEPTEMBER 1988

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(COMPTROLLER)**



DoD 7950.1-M

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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COMPTROLLER

Information Resources
Management

September 26, 1988

FOREWORD

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, Defense Agencies (hereafter referred to collectively as "DoD Components"), and Defense contractors as designated by the Defense Federal Acquisition Regulation Supplement (DFARS).

DoD 7950.1-M, "Defense Automation Resources Management Manual," dated August 1985 is hereby canceled. This Manual is reissued under the authority of DoD Directive 7950.1, "Automated Data Processing Resources Management," September 29, 1980 and takes precedence over conflicting instructions. It is effective immediately, and is mandatory for use by all DoD Component and Defense contractor personnel relative to DoD automation equipment redistribution, sharing, and automation inventory responsibilities.

Significant changes included in this Manual are summary reporting of computer systems costing \$50,000 or less, increased quality control reporting, and revised sharing procedures.

Information on obtaining copies and the procedure for recommending changes to the Manual are included in Appendix A.

A handwritten signature in black ink, reading "John P. Springett", is positioned above the printed name.

John P. Springett -
Deputy Assistant Secretary of Defense

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ABBREVIATIONS AND ACRONYMS

ACO	Administrative Contracting Officer
ADP	Automation Data Processing
ADPE	Automatic Data Processing Equipment
AE	Automation Equipment
ARD	Automatic Release Date
ARMS	Automation Resources Management System
CICA	Competition in Contracting Act
CONUS	Continental United States
DARIC	Defense Automation Resources Information Center
DECCO	Defense Commercial Communications Office
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DPI	Data Processing Installation
DRMO	Defense Reutilization and Marketing Office
FAR	Federal Acquisition Regulation
FIRMR	Federal Information Resources' Management Regulation
FPMR	Federal Property Management Regulation
F S C	Federal Supply Classification
GSA	General Services Administration
LTOC	Lowest Total Overall Cost
MTMC	Military Traffic Management Command
OASD	Office of Assistant Secretary of Defense
OMB	Office of Management and Budget
OSD	Office of the Secretary of Defense . .
NSA	National Security Agency
PCAM	Punch Card Accounting Machine
PCH	Packing, Crating, and Handling
PDA	Property Disposal Agent
PLCO	Plant Clearance Officer
RCS	Reports Control Symbol
TIARA	Tactical Intelligence and Related Activities
WMCCS	World Wide Military Command and Control System

DEFINITIONS

- A. Accessorial Expenses. Expenses of packing, crating, and transportation (including port handling and stevedoring, if applicable).
- B. ADP Supplies.- Includes ADP tape seal bands, reel hubs, carrying cases, canisters; all magnetic recording media designed to be used with automation equipment, including ADP magnetic tape, removable disk packs, magnetic cards, cassettes and diskettes; and consumable items designed specifically for use with automation equipment (e.g., computer paper, ribbons, punch cards, tabulating paper etc.).
- C. ADPE System. An operational or managerial entity of general purpose ADPE components containing a least one programmable central processing unit and such other components as input and/or output devices and storage units.
- D. Analog Computer. A computer that operates on continuous data as distinguished from discrete data. It translates physical conditions such as flow, temperature, pressure, angular position, or voltage into related mechanical quantities and uses mechanical or electrical equivalent circuits as an analog for the physical phenomenon being investigated.
- E. Approved Requirement. Any definitive requirement for AE that can be described by manufacturer, type, and model number and is approved for acquisition by an authorized official.
- F. ARMS (Automation Resources Management System). An automated system managed by DARIC to produce redistribution, sharing, and inventory management information utilizing reported AE requirements, AE excess, and the inventory of installed equipment.
- G. Automatic Data Processing Equipment (ADPE). General purpose, commercially available, mass-produced automatic data processing devices; i.e., components and the equipment systems configured, from them, together with commercially available software packages that are provided and are not priced separately, and all documentation and manuals relating thereto, regardless of use, size, capacity, or price, that are designed to be applied to the solution or processing of a variety of problems or applications and are not specially designed (as opposed to configured) for any specific application.
1. Included are:
 - a. Main-frame, mini, and micro digital, analog or hybrid computers;
 - b. Auxiliary or accessorial equipment, such as plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, computer input/output microfilm and other data acquisition devices), or computer performance evaluation equipment; etc., designed for use with digital, analog or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately;

c. Punch card accounting machines that can be used in conjunction with or independently of digital, analog, or hybrid computers;

d. Devices used to control and transfer data and/or instructions to and from a central processing unit (CPU), including data transmission terminals, batch terminals, display terminals, modems, sensors, multiplexors, and concentrators;

e. Storage devices that are designed to be cable connected for use on line in which data can be inserted, retained, and retrieved for later use;

f. General purpose mini or microcomputers used as control mechanisms where, computer technology is essential in controlling, monitoring, measuring, and directing processes, devices, instruments, or other equipment; and,

g. Equipment used in office automation applications that is designed to be controlled by a general purpose data processing language primarily to be applied through the internal execution of a series of instructions, not limited to specific key stroke functions, and designed to process a variety of applications.

2. Excluded are:

a. ADPE systems and components specially designed (as opposed to configured) and produced to perform computational, data manipulation, or control functions, but which have no general purpose applicability;

b. ADPE that is modified at the time of production to the extent that:

(1) It no longer has a commercial ADP market; or,

(2) It cannot be used to process a variety of applications;

or,

(3) It can be used only as an integral part of a non-ADP system.

H. Automatic Data Processing Equipment/Data System (ADPE/DS). Government-wide ADPE inventory information system administered by GSA.

I. Automatic Release Date (ARD). The date established by DARIC for DoD excess to indicate completion of the DoD and GSA redistribution screening periods.

J. Automation Equipment (AE). For purposes of this Manual, AE is general and special purpose ADPE; office automation equipment, including word processors; communication ADPE (e.g., modems, couplers, multiplexors), and other information processing devices.

K. Auxiliary or Accessorial AE. Includes plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, computer input and/or output microfilm and other data acquisition devices), or computer performance evaluation equipment, etc., designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately.

L. Cannibalization. The removal of a part or device that is not identifiable by a manufacturer's type or model number from an AE component that is identifiable by a manufacturer's type or model number; or, the removal of any part or device from an AE component which, would cause- that component not to function as, intended by its manufacturer.

M. Commercially Available Software. Software that is" available through lease or purchase in the commercial market from a concern representing itself to have ownership or marketing rights in the software. Software that is furnished as part of the ADP system, but that is separately priced, is included.

N. Condition Code., The alphabetical and numerical designation indicating the condition of the property. See Appendix E.

O. Contractor Excess AE

1. Any Government-owned AE acquired by and in the possession of a contractor or subcontractor (including Government-furnished property) under a contract in which title is vested in the Government, and is in excess of the amount needed to complete performance of a contract.

2. Any AE for which the Government may acquire title, as a result of changes in the specifications or plans, or of termination of the contract (or subcontract) prior to completion of the work.

3. Leased AE under terms that provide to the Government an option to purchase or other residual interests.

P. Continental United States (CONUS). United States territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico. (The original 48 states and the District of Columbia.)

Q. Cryptologic Mission AE. All AE and related equipment acquired for cryptologic purposes by the National Security Agency or Military Department Service Cryptologic Agencies under the operational or technical control of the Director, National Security Agency.

R. DARIC . Authorized abbreviation for the Defense Automation Resources Information Center.

S. Data Communications. The transfer by electronic means of data from the point of origin to a computer, from computer to a user, or between two or more computers.

T. Data Processing Installation (DPI). Any organizational element of a DoD Component or contractor that:

1. Uses or plans to use AE. DPIS whose only AE are microcomputers may be exempt from the reporting requirements for DPI data delineated in Chapter 4, subparagraphs B.1.a. and B.1.b;

2. Acquires or plans to acquire AE services (i.e., services for machine time, operations, and maintenance; systems analysis and design; programming,

training, and studies or advice on equipment acquisition, selection, and use) from Government or other sources; or,

3. Has components that perform ADP functions such as coordinating ADP programs and activities; developing, programming, and implementing systems; reviewing, recommending, or selecting AE; approving the acquisition of ADP equipment or services'; or providing ADP services on a consulting or project basis for agency ADP units. "

U. Date of Manufacture. Date equipment was first made available to the Government and/or, the public for installation by the vendor through sale or lease. Obtain date from manufacturer if not available at reporting activity.

V. Digital Computer. A computer that operates indiscrete data by performing arithmetic and logic processes on these data.

W. DoD Component. A Military Department, Defense Agency, or other Defense organizational element.

X. DoD Excess AE. Leased and Government-owned AE that is projected to be no longer required for the purpose for which it was originally authorized.

Y. Donation Screening Period. The 21-day period immediately following the ARD that is allowed for screening by eligible donees.

Z. Donee. The actual recipient of/donated surplus personal property.

AA. Embedded Computers. ADPE that is integral to or an inherent part of a weapon system; e.g., an electromechanical system, such as a combat system, tactical-system, aircraft, missile, spacecraft, certain command and control systems, special and/or automatic test equipment (STE/ATE), simulators, and other similar type systems.

BB. Exchange/"Sale" Property. Property, not excess to the needs of the owning agency but eligible for replacement, which is exchanged or sold in order to apply the exchange allowance or proceeds of sale as whole or part payment for replacement by a similar item.

CC. Federal Agency (Civil). Any Executive Agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction).

DD. Hardware System. An operational or managerial entity of component units (Central Processing Units (CPU's), input and/or output devices, storage units, terminals, communications devices, etc.).

BE. Hold. A reservation placed on excess AE undergoing screening.

FF. Holding Activity. The DoD activity or contractor that has accountability for the property involved.

GG. Hybrid Computer. A computer for data processing using both analog representation and discrete representation of data.

HH. Information Technology Fund. A financing mechanism administered by GSA that, subject to GSA approval, is available without fiscal year limitation for expenses and for procurement (by lease, purchase, transfer, or otherwise) for providing information technology hardware, software; and services to Federal agencies. This fund combines the capital and assets of the ADP Fund and the Federal Telecommunications Fund. "

II. Inventory Value. . The value at which Government-owned AE is carried on inventory records for property accountability purposes. It is established on the basis of price reflected in Federal Supply Schedules, or actual or estimated acquisition costs of items, not listed in Federal Supply Schedules or contracts. This is applicable to all property regardless of condition, except for unidentifiable scrap.

JJ. Lowest Total Overall Cost. The least expenditure of funds over the system or item's life. Includes purchase price, lease or rental cost, or services cost of the contract' actions involved, and other identifiable and quantifiable costs that are directly related to the acquisition and use of the system or item; e.g., personnel, maintenance and operation, site preparation, energy consumption, installation, conversion, system start-up, contractor support, and the present value discount factor.

KK. Maintenance Services. Examination, testing, repair, or part replacement functions performed to:

- 1 . Reduce the probability of AE malfunction (preventive maintenance);
2. Restore an AE component to proper operating status (remedial maintenance); or,
3. Modify the AE in a minor way (field engineering change or field modification).

LL. Microcomputer. Any computer configuration with at least one central processing unit capable of stand alone operation that has an acquisition cost not exceeding \$15,000. May include networked personal computers, intelligent terminals, word processors and other similar devices.

MM. Mission Critical Computer Resources. (See 10 U.S.C. 2315, "Warner Amendment".) ADPE systems, components and services if the function, operation or use:

1. Involves intelligence activities;
2. Involves cryptologic activities related to national security;
3. Involves the command and control of military forces;
4. Involves equipment that is an integral part of a weapon or weapons system; or,
5. Is critical to direct fulfillment of military or intelligence missions, excluding routine administrative and business applications (excluding payroll, finance, logistics, and personnel management applications).

NN. Office Automation (OA) Equipment. OA equipment is any equipment that provides OA tools and services to end-users in a real time environment. Included are word processors, personal computers, optical character reader (OCR) devices, local area network systems, computer-based message systems, and associated local printers.

OO. Outdated AE. ADPE that is over 8 years old (based on the initial commercial installation date of the equipment) and is no longer in production.

PP. Plant Clearance Officer. The Government representative assigned responsibility for plant clearance. An authorized representative of the contracting officer.

QQ. Property Disposal Agent (PDA). An individual assigned responsibility for property disposal functions at any installation or activity.

RR. Repair Part. Any part, assembly, or component that is required to repair or maintain an end item.

SS. Reporting Activity. An installation or activity of a DoD Component or contractor that reports excess personal property for redistribution screening, reports changes to the ARMS Inventory File, or submits sharing profiles.

TT. Resource Sharing Profile. A description of the ADP hardware and software installed at a data processing installation.

UU. Redistribution. The subsequent use of AE no longer required for the purpose for which it was originally approved and acquired.

W. Support AE. Includes auxiliary or accessory automation equipment; tape rewinders, splicers and spoolers; card reconditioners; control panels and wires; and cabinets, safes, racks and raised flooring peculiar to ADP operations.

WW. surplus. Government-owned AE not required for the purpose for which originally acquired that has completed excess screening as prescribed by this Manual.

xx. Transfer. Conveyance of Government-owned or leased excess AE from one Federal Agency or activity to another.

REFERENCES

- (a) DoD Directive 7950.1, "Automated Data Processing Resources Management," September 29, 1980
- (b) Public Law 89-306, "Brooks Act," October 1965, as amended
- (c) Public Law 96-511, "Paperwork Reduction Act of 1980"
- (d) Public Law 99-500, "Paperwork-Reduction Reauthorization Act of 1986"
- (e) Federal Information Resources Management Regulation (FIRMR) 201-1, 201-2, 201-26, 201-30, 201-31, 201-33, as amended
- (f) Defense Federal Acquisition Regulation Supplement (DFARS), Section 70.3 and Subparts 45.302, 70.1-70.6, 70.13, and 70.14, as amended
- (g) Title 10, United States Code, Section 2304 (Competition in Contracting Act)
- (h) DoD 4160 21-M, "Defense Utilization and Disposal Manual," September 1982
- (i) AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3, "Defense Traffic Management Regulation," July 31, 1986
- (j) AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments," March 15, 1984
- (k) DLAR 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFR 400.54/MCO 4430.3J, "Reporting of Item and Packaging Discrepancies," October 1, 1986
- (l) Title 10, United States Code, Section 2315 (Warner Amendment)
- (m) OMB Circular No. A-130, Appendix II, "Cost Accounting, Cost Recovery, and Interagency Sharing of Information Technology Facilities," December 24, 1985
- (n) DoD 4000.25-6-M, "Department of Defense Activity Address Directory (DoDAAD)" (Microfiche, reissued quarterly), authorized by DoD Directive 4000.25, November 18, 1983